

1996 CENSUS OF CANADA

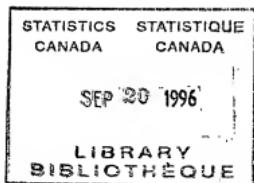
92N0102XPE  
c.3

H-300B

**Head Office Processing**  
**DA III**  
**Reverse Record Check**  
**Edits and Reworks – Phase 2**







**Head Office Processing**  
**DA III**  
**Reverse Record Check**  
**Edits and Reworks – Phase 2**

Prepared by: Census Operations Division  
Social Institutions and  
Labour Statistics Field



## TABLE OF CONTENTS

	Page
I. Introduction .....	1
A. What is the Reverse Record Check (RRC)? .....	1
B. How is the RRC Conducted? .....	1
C. What is Tracing? .....	1
D. What is Searching? .....	2
E. Phase 2 (Edits and Rework) .....	3
II. Description of Documents .....	5
A. Overview .....	5
B. Form H-332P (Processing Edit Form) .....	6
C. Form H-332M (Match Form) .....	11
D. Form H-332R (Rework Form) .....	16
III. Control .....	25
A. Receipt of Forms .....	25
B. Batching .....	25
C. Filing .....	25
IV. Referral .....	27
A. General Reference Materials .....	27
B. Geographical Materials .....	28
C. Form H-332R Identified as Type 1 – OUT OF SCOPE .....	31
D. Form H-332R Identified as Type 2 – DUPLICATE .....	31
E. Validating Address Data on Form H-332R .....	34
F. Determining Type of Address .....	38
G. Determining PROV/FED/EA Number(s) for an Exact Address .....	39
H. Determining PROV/FED/EA number(s) for an Inexact Address .....	40
V. VR Search .....	43
A. Locating the VR(s) .....	43
B. Identifying the Address Type .....	43
C. Searching for an Exact Address with No Collective Dwelling Name .....	43
D. Searching for an Inexact Address with No Collective Dwelling Name .....	46
E. Searching for an Address with a Collective Dwelling Name .....	48
VI. Verification .....	51
A. Processing Edit Form (H-332P) .....	51
B. Match Form (H-332M) .....	54
C. Rework Form (H-332R) .....	56
Appendix – Name Match for SP and/or Household Members and/or Other Adult .....	59



**I. Introduction****A. What is the Reverse Record Check (RRC)?**

The Reverse Record Check is a study whose main objective is to provide estimates of population and household undercoverage and overcoverage, that is, the number of persons and households missed in the 1996 Census, and the number counted more than once. These estimates are calculated at the national, provincial and territorial levels and also for various subgroups of the population (for example, by age and sex, by sex and marital status). This study provides users of census data with data quality measures and information on coverage to ensure proper analysis and interpretation of census data.

**B. How is the RRC Conducted?**

1. A sample of approximately 56,000 Canadian residents, who should have been enumerated in the 1996 Census, is selected from the following sources:
  - (a) persons enumerated in the 1991 Census;
  - (b) babies born between June 4, 1991 and May 13, 1996;
  - (c) immigrants who entered Canada between June 4, 1991 and May 13, 1996;
  - (d) persons who were not enumerated in the 1991 Census (identified from the 1991 Reverse Record Check Study);
  - (e) persons on work, student or ministerial permits and refugee claimants who were in Canada on May 14, 1996; and
  - (f) persons on Territorial Health Care Files (for Yukon and Northwest Territories only).
2. Each person selected in the study is referred to as a "selected person" (SP). For each selected person, we must determine the number of times he/she was enumerated in the 1996 Census, or if not, why not. Two activities are conducted to do this: Tracing and Searching.

**C. What is Tracing?**

Tracing attempts to establish the address of each SP on Census Day, May 14, 1996, or alternatively, to establish if the SP was either deceased or outside of Canada on Census Day. After the sample is selected, Data Quality (DQ) is responsible for updating addresses of SPs using authorized administrative data files. This is done to provide the regional offices (ROs) with the most current address as of early 1995. Forms RRC-317 with the SP's information (80% of the cases) are sent to the appropriate Regional Office for tracing in June, 1996. The remainder of the forms (20%) are scheduled to be sent in January, 1997.

Starting with the information provided by DQ, the ROs are responsible for contacting each SP to determine the SP's address on Census Day. If the SP cannot be contacted with the information provided by DQ, the ROs are responsible for tracing the SP using publicly available data sources and/or more data provided by DQ. Once contacted, the SP completes a Reverse Record Check questionnaire (Form RRC-319) on which the SP reports his/her Census Day address and all other addresses where he/she may be enumerated. The SP also

reports his/her sex and date of birth as well as the sex and date of birth of every household member living with the SP at the SP's Census Day address. This information is very important for the searching operation. Once completed, the forms and RRC questionnaires are forwarded to Head Office Processing (HOP) - DA III Special Processing.

#### D. What is Searching?

Head Office Processing (HOP) - DA III Special Processing is responsible for processing forms and questionnaires received from the regional offices and searching the 1996 Census documents for each address printed on a Document Search Form (H-332) for an SP. The work performed involves both manual and automated processing. There are three processing phases. Initial Search (Phase 1), Edits & Reworks (Phase 2) and Classification (Phase 3).

The Initial Search (Phase 1) involves checking the 1996 Census documents completed for each address reported by the SP to determine the number of times the SP was enumerated in the census. This is carried out by combining automated and clerical operations.

The first automated process is called Geosearch. It processes an address and assigns a search area to it, which consists of up to 10 PROV/FED/EAs where the address is likely to be located. The second automated process is called Docsearch. It uses the sex and date of birth of the SP and other household members, and scans the census database for every household that contains persons with similar characteristics. When the similarity is strong enough, the SP is automatically coded as enumerated at that address. When the similarity is not strong enough, the information from the automated systems is printed on a Form H-332. The census questionnaire must be verified by a clerk to determine if the SP and/or household members and/or other adult were enumerated at that address. This is the beginning of the clerical operation.

The Initial Search (Phase 1) clerical operations consist of verifying census questionnaires to locate the SP and any other household members. When Docsearch fails to find a similar household on the census database, a search of the census documents is carried out to locate the census questionnaire for the address.

The Edits and Reworks (Phase 2) clerical operations consist of editing invalid or inconsistent data from Phase 1; researching unresolved addresses from Phase 1 to determine a search area; searching Visitation Records and subsequently verifying census questionnaires to determine if the SP and/or household members were enumerated at that address. A description of each Phase 2 operation is described in Section E.

DQ will analyze the search results provided by Census Operations Division to determine how many times the SP was enumerated on a census questionnaire at all the addresses obtained and assign a final result for each SP (i.e., enumerated once or more than once, missed, deceased, emigrated, or not traced). An SP who is not enumerated at all will contribute to undercoverage. An SP who is enumerated more than once will contribute to overcoverage.

**E. Phase 2 (Edits and Rework)**

This manual describes Phase 2 processing. The four operations are:

**1. Control**

This operation involves three activities. These are:

- (a) receiving of forms from Social Survey Methods Division (SSMD) and processing operations;
- (b) batching of forms to Data Capture; and
- (c) filing of forms.

**2. Referral**

The Referral operation involves manual research to confirm or improve the SP's address and/or telephone number, using the source documents in the SP's file folder and general reference materials. Geographic reference materials are then used to determine a search area, comprised of one or more PROV/FED/EA numbers, that will be processed in the subsequent Visitation Record Search.

**3. Visitation Record (VR) Search**

This operation involves a manual search in Visitation Records to locate the address of the SP and/or the telephone number of the SP and/or the name(s) of either the SP or his/her household member(s) or the name of an adult, and to obtain the household number(s) for subsequent verification in the census questionnaires. Results are coded on the Form H-332R (Rework Form) which is the only Phase 2 form processed through this operation.

**4. Verification**

This operation involves locating the census questionnaire(s) corresponding to households identified by either the SSMD automated systems or VR Search staff; comparing the data on the Phase 2 forms, including the Processing Error Form (H-332P), the Match Form (H-332M) and the Rework Form (H-332R) to that on the corresponding census questionnaire(s) and coding the results on the applicable Phase 2 form.

## Notes

**II. Description of Documents****A. Overview**

The forms and questionnaires which will be processed in Phase 2 (Edits & Rework) are included in a package provided by your supervisor. These include:

RRC-317	<u>Selected Person Document</u> A preprinted form used by Regional Office interviewers to trace each SP. Section 1 identifies the selected person, his/her address and basic characteristics. Section 2 identifies all members of the SP's household (if any), their addresses and basic characteristics.
RRC-319	<u>Reverse Record Check Questionnaire</u> A questionnaire completed by Regional Office interviewers for each SP.
H-332P	<u>Processing Edit Form</u> A preprinted form produced by Phase 2 SSMD automated system for verification of the coded Phase 1 results.
H-332M	<u>Match Form</u> A preprinted form produced by the Phase 2 SSMD automated system for confirmation of automated matches.
H-332R	<u>Rework Form</u> A preprinted form produced by the Phase 2 SSMD automated system for reprocessing an address.

**B. Form H-332P (Processing Edit Form)**

The Form H-332P is a form produced by the Phase 2 SSMD automated systems for verifying and correcting coding errors made during Phase 1 processing. This form goes directly to the Verification operation. A description of each section of the form is provided to aid you in understanding the Verification operation.

**Top Margin**

Identification entries are printed in the top margin. These include:

**SPIN**      Selected Person Identification Number which uniquely identifies each selected person, the form type (04) and address identification number (01, 02, ...).

**Bar Code**      To be used by the automated form tracking system which will track all forms through the processing operations.

**DQ Box**      To be used by Data Quality (DQ) staff only.

Diagram 1

SPIN - NIPC 123456 04 01		H -332P
1 <input type="checkbox"/> DQ-QD <input type="checkbox"/>		

**Section 1 – Edit Type**

An edit type number and error message will be preprinted in this section to identify the correct procedures to follow. The DQ box in this section is to be marked by Verification staff when the procedures require the form to be referred to Data Quality.

Diagram 2

Section 1 - Edit Type	<input type="checkbox"/> DQ-QD
-----------------------	--------------------------------



The data printed are:

<u>Column No.</u>	<u>Name</u>	<u>Explanation</u>
(1)	(✓)	A check mark is entered during the Verification operation, if the line is to be keyed.
(2)-(3)-(4)	PROV/FED/EA	A PROV/FED/EA number which corresponds to the address in Section 2 and is determined by the automated systems is printed.
(5)	Hhld No.	A household number which corresponds to the census questionnaire located during Phase 1 operations is printed.
(6)	FT	The form type which corresponds to the census questionnaire located during Phase 1 operations is printed. If a person other than the SP was matched, the form type will not be printed.
(7)	QNO	The questionnaire number which corresponds to the census questionnaire where the SP was matched during Phase 1 operations is printed. If a person other than the SP was matched, the questionnaire number is not printed.
(8)	POS	The position number which corresponds to the position of the person on the census questionnaire where the SP was matched during Phase 1 operations is printed. If a person other than the SP was matched, the position number is not printed.

### Section 4 – Selected Person

SP's data are preprinted. Column (1) contains boxes, one of which will be marked during the Verification operation. The SP's family name and given name(s), date of birth (DD/MM/YYYY or 88-88-8888, if unknown), sex (M, F or X, if unknown) are printed in Column (2). If the SP's name was updated during tracing, the updated name will be printed on the second line in Column (2). Column (3) contains the SP result code in Phase 1, either a code "0" (No SP) or a code "1" (SP).

Diagram 5

Section 4 - Selected Person - Personne choisie		
(1)	(2)	(3)
0 <input type="checkbox"/> No SP - Aucune PC		
1 <input type="checkbox"/> SP - PC		

### Section 5 – Household Members

Household member's data, if any, are preprinted. Column (1) contains boxes which may be marked during the Verification operation. Each household member's family name and given name(s), date of birth (DD/MM/YYYY or 88-88-8888, if unknown), sex (M, F or X, if unknown) are printed in Column (2). A maximum of 14 household members can be printed. Column (3) contains the result coded for each household member in Phase 1, either a code "0" (No household member) or a code "1" (Household member).

Diagram 6

Section 5 - Household members - Membres du ménage		
(1)	(2)	(3)
0 <input type="checkbox"/> No Household member - Aucun membre du ménage		
1 <input type="checkbox"/>		
2 <input type="checkbox"/>		
3 <input type="checkbox"/>		
4 <input type="checkbox"/>		
5 <input type="checkbox"/>		
6 <input type="checkbox"/>		
7 <input type="checkbox"/>		
8 <input type="checkbox"/>		
9 <input type="checkbox"/>		
10 <input type="checkbox"/>		
11 <input type="checkbox"/>		
12 <input type="checkbox"/>		
13 <input type="checkbox"/>		
14 <input type="checkbox"/>		

**Section 6 – Other Adult**

Other adult's data, if any, are preprinted. Column (1) contains boxes which may be marked during the Verification operation. Other adult's family name and given name(s), date of birth (DD/MM/YYYY or 88-88-8888, if unknown), sex (M, F or X, if unknown) are printed in Column (2). Column (3) contains the result coded for the other adult in Phase 1, either a code "0" (No Adult) or a code "1" (Adult).

Diagram 7

Section 8 - Other adult - Autre adulte		
(1)	(2)	(3)
0 <input type="checkbox"/> No Adult - Aucun adulte		
1 <input type="checkbox"/> Adult - Adulte		

## Section 7 – Comments

This section is used by Verification staff to record information from the census questionnaire.

Diagram 8

Section 7 - Comments - Commentaires

**Shaded Area**

This area contains identification data for reference by DQ staff only.

**Diagram 9**

Prov	Frame - Base	Rep
XX	XX	X X X

**C. Form H-332M (Match Form)**

The Form H-332M is a form produced by the Phase 2 SSMD automated systems for searching for an SP or his/her household member(s) in enumeration areas that were not produced in Phase 1. This form goes directly to the Verification operation. A description of each section of the form is provided to aid you in understanding the Verification operation.

**Top Margin**

Identification entries are printed in the top margin. These include:

**SPIN**              Selected Person Identification Number which uniquely identifies each selected person, the form type (03) and address identification number (01).

**Bar Code**          To be used by the automated form tracking system which will track all forms through the processing operations.

**No Match Box**      To be marked by Verification staff, if there is no match data printed on the Form H-332M that corresponds to either the SP or his/her household members.

**Diagram 10**

SPIN - NIPC 123456 03 01		H -332M
1 <input type="checkbox"/> No match Aucune appariement		

### Section 1 – Questionnaire Verification

All automated matches of persons on the census database in areas across Canada that were not searched during Phase 1 are printed for the Verification operation. Matches are ordered by most likely match first. A maximum of 10 matches may be printed on each form.

Diagram 11

Section 1 - Questionnaire Verification - Vérification de questionnaires								
(1)	Prov	FED - CEF	EA - SD	Hhld No - Ménage No	FT - TF	QNO	POS	(9)
(2)	(3)	(4)	(5)	(6)	(7)	(8)		
1	<input type="checkbox"/>							
2	<input type="checkbox"/>							
3	<input type="checkbox"/>							
4	<input type="checkbox"/>							
5	<input type="checkbox"/>							
6	<input type="checkbox"/>							
7	<input type="checkbox"/>							
8	<input type="checkbox"/>							
9	<input type="checkbox"/>							
10	<input type="checkbox"/>							

The data printed for each match are:

<u>Column No.</u>	<u>Name</u>	<u>Explanation</u>
(1)	(✓)	A check mark is entered during the Verification operation, if the line is to be keyed.
(2)-(3)-(4)	PROV/FED/EA	A PROV/FED/EA number which has been determined by the Phase 2 SSMD automated systems is printed.
(5)	Hhld No.	A household number which corresponds to a census questionnaire where a person matched is printed.
(6)	FT	The form type which corresponds to the census questionnaire where the SP was matched is printed. If a person other than the SP was matched, the form type is not printed.

(7) QNO The questionnaire number which corresponds to the census questionnaire where the SP was matched is printed. If a person other than the SP was matched, the questionnaire number is not printed.

(8) POS The position number which corresponds to the position of the person on the census questionnaire where the SP was matched is printed. If a person other than the SP was matched, the position number is not printed.

(9) (✓) A check mark is entered during the Verification operation, if no persons were matched on the corresponding census questionnaire.

### Section 2 – Selected Person

SP's data are preprinted. Column (1) contains boxes, one of which may be marked during the Verification operation. The SP's family name and given name(s), date of birth (DD/MM/YYYY or 88-88-8888, if unknown), sex (M, F or X, if unknown) are printed in Column (2). If the SP's name was updated during tracing, updated name will be printed on the second line in Column (2).

Diagram 12

Section 2 - Selected Person - Personne choisie	
(1)	(2)
0 <input type="checkbox"/> No SP - Aucune PC	
1 <input type="checkbox"/> SP - PC	

**Section 3 – Household Member(s)**

Household member's data, if any, are preprinted. Column (1) contains boxes which may be marked during the Verification operation. Each household member's family name and given name(s), date of birth (DD/MM/YYYY or 88-88-8888, if unknown), sex (M, F or X, if unknown) are printed in Column (2). A maximum of 14 household members can be printed.

**Diagram 13**

<b>Section 3 – Household members - Membres du ménage</b>	
<b>(1)</b>	<b>(2)</b>
0 <input type="checkbox"/>	No Household member - Aucun membre du ménage
1 <input type="checkbox"/>	
2 <input type="checkbox"/>	
3 <input type="checkbox"/>	
4 <input type="checkbox"/>	
5 <input type="checkbox"/>	
6 <input type="checkbox"/>	
7 <input type="checkbox"/>	
8 <input type="checkbox"/>	
9 <input type="checkbox"/>	
10 <input type="checkbox"/>	
11 <input type="checkbox"/>	
12 <input type="checkbox"/>	
13 <input type="checkbox"/>	
14 <input type="checkbox"/>	

**Section 4 – Address(es)**

Some address(es) for an SP will be printed in this section. A maximum of thirteen (13) addresses may be printed on each form.

**Diagram 14**

Section 4 - Addresses - Adressées		
0 <input type="checkbox"/> Blank - En blanc		
1 <input type="checkbox"/>	Apt - App:	
2 <input type="checkbox"/>	Apt - App:	
3 <input type="checkbox"/>	Apt - App:	
4 <input type="checkbox"/>	Apt - App:	
5 <input type="checkbox"/>	Apt - App:	
6 <input type="checkbox"/>	Apt - App:	
7 <input type="checkbox"/>	Apt - App:	
8 <input type="checkbox"/>	Apt - App:	
9 <input type="checkbox"/>	Apt - App:	
10 <input type="checkbox"/>	Apt - App:	
11 <input type="checkbox"/>	Apt - App:	
12 <input type="checkbox"/>	Apt - App:	
13 <input type="checkbox"/>	Apt - App:	
14 <input type="checkbox"/>	Address not listed - Specify below - Adress non listée - Précisez ci-dessous: No. and street or lot and concession - No et rue ou lot et concession <input type="text"/> <input type="text"/> Apt - App	
	City, town, village, Indian reserve - Ville, village, municipalité, réserve <input type="text"/>	
Prov./terr.	Postal code - Code postal <input type="text"/> <input type="text"/> <input type="text"/>	Area code - Code régional <input type="text"/> <input type="text"/> Telephone No. - No de téléphone <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**D. Form H-332R (Rework Form)**

A Form H-332R is printed if an address is to be reworked. Address data are reprocessed if either the captured Phase 1 data for an address is unresolved or there was no Phase 1 data for an address. Addresses having no Phase 1 data are those where the search area was not determined by the automated geosearch system and therefore not processed in Phase 1 (i.e. no PROV/FED/EA number was determined). A referral operation is undertaken to confirm or update the SP's address printed in Section 1 on the Form H-332R using information from the SP's file and general reference materials described in Section IV, A. Geographic reference materials are then used to determine the correct PROV/FED/EA number(s) corresponding to the address.

**Top Margin**

Identification entries are printed in the top margin. These include:

<b>SPIN</b>	Selected Person Identification Number which uniquely identifies each selected person, the form type (05) and address identification number (01, 02, ...).
<b>Bar Code</b>	To be used by the automated form tracking system which will track all forms and questionnaires through the processing operations.
<b>Coding Boxes</b>	To identify either a duplicate or an out of scope address during the Referral operation.
<b>Type</b>	The rework type and message which has been determined by the Phase 2 SSMD automated system are printed above Section 1 to allow you to follow the correct procedures. There are five types of reworks:
1	<b>OUT OF SCOPE</b> An address where a search area was determined by the automated geosearch system, but was coded as OUT OF SCOPE during the Clean-up operation in Phase 1. The out of scope status must be confirmed or the address must be recoded.
2	<b>DUPLICATE</b> An address which was coded as a DUPLICATE during the Clean-up operation in Phase 1, but the address identification number to identify the 'master' address is invalid and must be recoded.
3	<b>COMPLETE</b> An address where either the search area was not determined by automated geosearch system in Phase 1 or the Phase 1 data were unresolved. The search area must be manually determined, searched in Census documents and the results coded.

4	EXPRESS	An address where the search area determined by the automated geosearch system is correct, but the Phase 1 data must be confirmed and recoded.
5	FORM 4	An address where form type was coded "11" during either the VR Search or Verification operations in Phase 1 and the Form 4 was replaced by a late census questionnaire which must be searched in the Verification operation.

Diagram 15

SPIN - NIPC 123456 05 01	H -332R
	
1 <input type="checkbox"/> Duplicate - Same as: <input type="checkbox"/> 2 <input type="checkbox"/> Duplicata - Pareil à: <input type="checkbox"/> 2 <input type="checkbox"/> Out of Scope - Hors cible	
Type:	

**Section 1 – Address**

This section contains address data. Column (1) contains three boxes, one of which will be checked off during the Verification operation. Column (2) contains the preprinted address data, including the address identification number (i.e. ADDID); address source (e.g. Question 7 on Form RRC-319); complete address and telephone number, if available; roads, streets, landmarks, if available.

Diagram 16

Section 1 - Address - Adresse	
(1)	(2)
1 <input type="checkbox"/> Same - Pareil 2 <input type="checkbox"/> Different - Différent 3 <input type="checkbox"/> Blank - En blanc	Apt - App: Telephone - Téléphone :



The data coded are:

<u>Column No.</u>	<u>Name</u>	<u>Explanation</u>
(1)	( ✓ )	A check mark is entered during either the VR Search operation or the Verification operation, if the line is to be keyed.
(2)-(3)-(4)	PROV/FED/EA	A PROV/FED/EA number which corresponds to either the address in Section 1, or the address, if updated, in Section 2 is coded during the Referral operation.
(5)	Hhld No.	A household number which corresponds to a census questionnaire located during either the VR Search or Verification operations is coded.
(6)	VR RES	Visitation Record (VR) result is coded during the VR Search operation.
(7)	FT	The form type which corresponds to a census questionnaire where the SP was matched is coded during the Verification operation.
(8)	QNO	The questionnaire number which corresponds to a census questionnaire where the SP was matched is coded during the Verification operation.
(9)	POS	The position number which corresponds to the position of the person on the census questionnaire where the SP was matched is coded during the Verification operation.
(10)	Hhld No. range	Household number ranges or sequences which correspond to census questionnaires listed are coded during the VR Search operation.

#### Section 4 – Data Quality Use Only

This section is used by DQ staff to record results, if the Form H-332R was referred.

##### Diagram 19

Section 4 - Data Quality Use Only - Réserve à la qualité des données										
0	<input type="checkbox"/>	Address, names not listed - Adresse, noms non listés								
	(1)	Prov (2)	FED - CEF (3)	EA - SD (4)	Hhld No - Ménage No (5)	VR RES - RES RV (6)	FT - TF (7)	QNO (8)	POS (9)	Hhld No. range - Étendue du no de ménage (10)
1	<input type="checkbox"/>									
2	<input type="checkbox"/>									
3	<input type="checkbox"/>									

#### Section 5 – Selected Person

SP's data are preprinted. Column (1) contains boxes, one of which may be marked during the Verification operation. The SP's family name and given name(s), date of birth (DD/MM/YYYY or 88-88-8888, if unknown), sex (M, F or X, if unknown) are printed in Column (2). If the SP's name was updated during tracing, it will be printed on the second line in Column (2).

##### Diagram 20

Section 5 - Selected Person - Personne choisie	
(1)	(2)
0 <input type="checkbox"/> No SP - Aucune PC	
1 <input type="checkbox"/> SP - PC	

### Section 6 – Household Members

Household member's data, if any, are preprinted. Column (1) contains boxes which may be marked during the Verification operation. Each household member's family name and given name(s), date of birth (DD/MM/YYYY or 88-88-8888, if unknown), sex (M, F or X, if unknown) are printed in Column (2). A maximum of 14 household members can be printed.

Diagram 21

Section 6 - Household members - Membres du ménage	
(1)	(2)
0 <input type="checkbox"/>	No Household member - Aucun membre du ménage
1 <input type="checkbox"/>	
2 <input type="checkbox"/>	
3 <input type="checkbox"/>	
4 <input type="checkbox"/>	
5 <input type="checkbox"/>	
6 <input type="checkbox"/>	
7 <input type="checkbox"/>	
8 <input type="checkbox"/>	
9 <input type="checkbox"/>	
10 <input type="checkbox"/>	
11 <input type="checkbox"/>	
12 <input type="checkbox"/>	
13 <input type="checkbox"/>	
14 <input type="checkbox"/>	

### Section 7 – Other Adult

Other adult's data, if any, are preprinted. Column (1) contains boxes which may be marked during the Verification operation. Other adult's family name and given name(s), date of birth (DD/MM/YYYY or 88-88-8888, if unknown), sex (M, F or X, if unknown) are printed in Column (2).

Diagram 22

Section 7 - Other adult - Autre adulte	
(1)	(2)
0 <input type="checkbox"/>	No Adult - Aucun adulte
1 <input type="checkbox"/>	Adult - Adulte

**Checklist (Below Section 7)**

A checklist of the general and geographic reference materials is provided as an aid to Referral staff. As you follow the instructions outlined in the Referral operation, mark the appropriate boxes for each reference material used.

**Diagram 23**

Address - Adresse:	CD - DC:	TD - TL:	PC - CP:	PC Con - Conv. du CP:
<input type="checkbox"/> Ok	<input type="checkbox"/> Not listed -	<input type="checkbox"/> Not listed -	<input type="checkbox"/> Not listed -	<input type="checkbox"/> N/A - S.O.
<input type="checkbox"/> Update -	<input type="checkbox"/> Non listé	<input type="checkbox"/> Non listé	<input type="checkbox"/> Non listé	<input type="checkbox"/> EAs - SDs
Mise à jour	<input type="checkbox"/> Ok	<input type="checkbox"/> Ok	<input type="checkbox"/> Ok	
	<input type="checkbox"/> Update -	<input type="checkbox"/> Update -	<input type="checkbox"/> Update -	
	<input type="checkbox"/> Mise à jour	<input type="checkbox"/> Mise à jour	<input type="checkbox"/> Mise à jour	
<b>SI - IR#</b> _____	<b>PNL - LNL:</b>	<b>Maps - Cartes</b>	<b>Geo - Géo:</b>	<b>Split EA List - Liste des SD fractionnés</b>
<input type="checkbox"/> N/A - S.O.	<input type="checkbox"/> N/A - S.O.	<input type="checkbox"/> Not found -	<input type="checkbox"/> Not found -	<input type="checkbox"/> Ok
<input type="checkbox"/> Not listed -	<input type="checkbox"/> Not listed -	<input type="checkbox"/> Non trouvées	<input type="checkbox"/> Non trouvées	
Non listé	Non listé	<input type="checkbox"/> EAs - SDs	<input type="checkbox"/> EAs - SDs	<input type="checkbox"/> EAs - SDs
<input type="checkbox"/> EAs - SDs	<input type="checkbox"/> EAs - SDs			
<b>Other- Autre:</b> Specify- Spécifiez: _____				

**Shaded Section**

This area contains identification data for reference by DQ staff only.

**Diagram 24**

Prov	Frame	Base	Rep
XX	XX	X	X X X

## Notes<sup>1</sup>

## Notes

**III. Control****A. Receipt of Forms**

The Phase 2 forms will be received from SSMD in bundles by form type. Forms H-332R will be ordered by "type" (i.e. 1, 2, 3, 4 or 5) identified in the top margin of each form. Use the following chart for forwarding Phase 2 forms to their respective operations:

Form Type	Operation
H-332P	Verification
H-332M	Verification
H-332R (Types 1, 2 and 3)	Referral
H-332R (Types 4 and 5)	Verification

**B. Batching**

Batching is the preparation of forms for data capture. Use the following chart to prepare forms for delivery to Operations and Integration Division (OID):

Study Name	Form Type	Forms per Batch
Reverse Record Check	H-332M	100
Reverse Record Check	H-332P	100
Reverse Record Check	H-332R	100

**C. Filing**

Filing of forms will occur throughout Phase 2. Use the following chart to file forms:

Form Type	When	Method	Where
H-332M	After data capture by OID	Ascending order by SPIN in SP file folders	Designated filing cabinets
H-332P	After data capture by OID	Ascending order by SPIN in SP file folders	Designated filing cabinets
H-332R	After data capture by OID	Ascending order by SPIN in SP file folders	Designated filing cabinets

## Notes

#### IV. Referral

The main activity of the Referral operation is to manually process difficult cases that were not resolved during Phase 1. Only Forms H-332R identified as Types 1, 2 and 3 in the top margin of each form are processed in this operation. The referral procedures involve the use of numerous reference materials. The general reference materials used by Referral staff to validate the address are described in Section A. The geographic materials used by Referral staff to obtain the 1996 PROV/FED/EA numbers for the address are described in Section B. The remaining sections outline the procedures to be followed.

##### A. General Reference Materials

The general reference materials used in this operation are described with their primary use in this section.

(a) Telephone Directory (TD)

Description: A listing by name, with addresses and telephone numbers.

Primary use: To confirm or obtain a valid address and telephone number for a given person.

(b) Postal Code Directory (PCD)

Description: A listing of street names, address ranges and corresponding postal codes.

Primary use: To confirm or obtain a postal code for a given address.

(c) City Directory (CD) – for most cities in Canada

Description: A city directory is usually divided into three listings:

- An alphabetical list of persons, followed by their home address and possibly their occupation.
- An alphabetical and numerical list of streets, along with the persons' names and persons' occupations.
- A numerical list of telephone numbers and persons' names.

Primary use: To confirm or locate a given address.

(d) Guide to Canadian Health Care Facilities

Description: List of provincial and territorial hospitals, health care associations and residential care facilities listed by province, alphabetically according to municipality. For each hospital, health care association and residential care facility, the name, address and postal code are listed. The list includes homes for the aged, physically handicapped, developmentally delayed, psychiatrically disabled, facilities for clients with alcohol and drug problems, for emotionally disturbed children, transients, delinquents, shelters for families in crises and others.

Primary use: To confirm or obtain the name and address of a hospital, health care association or residential care facility.

(e) Justice Directory of Services

Description: Complete addresses, telephone and fax numbers, and names of persons responsible for all justice services in Canada including: police commissions, RCMP divisions, legal aid services, crime compensation boards, ombudsmen, courts, parole boards, correctional services for juveniles and adults, prisoner aid agencies, court workers, voluntary organizations, etc., excluding the services to victims of crime. The directory is alphabetically listed by province/territory.

Primary use: To confirm or obtain the name and address of a person, correctional facility or jail.

(f) Directory Services for Victims of Crime

Description: Complete addresses, telephone and fax number for all justice services in Canada for the victims of crimes. Provinces/territories are listed alphabetically as are the cities within each province/territory.

Primary use: To confirm or obtain the name, address and telephone number of a person, correctional facility or jail.

(g) Collective Dwelling List

Description: A listing of institutional and non-institutional collective dwellings (e.g. hotels, motels, tourist homes, lodging houses, school residences, missions, hostels, work camps, religious establishments, orphanages and children's homes, nursing homes, old age homes, chronic care institutions, general hospitals, Hutterite colonies, corrective and penal institutions, juvenile delinquent homes, jails, and military camps) listed by province.

Primary use: To confirm or obtain the name and address of a collective dwelling and to obtain 1996 PROV/FED/EA number(s).

## B. Geographical Materials

The geographical materials used to determine a search area (i.e. to determine 1996 PROV/FED/EA number(s) are described with their primary use in this section.

(a) Postal Code/EA Conversion List (PC/EA)

Description: A listing of postal codes and corresponding PROV/FED/EA number(s).  
Primary use: To obtain 1996 PROV/FED/EA number(s) for a given postal code.

(b) Place Name List (PNL)

Description: An alphabetical listing of all place names and the type (city, town, village, etc.) listed by province from east to west, with corresponding PROV/FED/EA number(s).

Primary use: To obtain 1996 PROV/FED/EA number(s) for a given place name.

(c) Street Index List (SI)

Description: An alphabetical listing of specific municipalities by street name including street type, number range, and corresponding PROV/FED/EA numbers.

Primary use: To obtain 1996 PROV/FED/EA number(s) for addresses covered by street indexes.

(d) List of Census Subdivisions (CSDs) Components and Census Metropolitan Areas (CMAs)/Census Agglomerations (CAs)

Description: A listing of CSDs within CMAs/CAs covered by a street index.

Primary use: To determine if the municipality for an address is within a CMA/CA covered by a street index.

(e) List of Census Metropolitan Areas (CMAs)/Census Agglomerations (CAs)

Description: List of enumeration area(s) for CMAs and CAs.

Primary use: To obtain 1996 PROV/FED/EA number(s) for CMAs and CAs.

(f) List of Split EAs

Description: A list showing original PROV/FED/EA number with corresponding new assigned PROV/FED/EAs.

Primary use: To obtain new 1996 PROV/FED/EA number(s), if the original PROV/FED/EA number was split during collection.

(g) 1991 – 96 EA Conversion List

Description: A listing which provides comparisons between 1991 and 1996 enumeration areas by 1991 Province, Federal Electoral District and Enumeration Area codes.

Primary use: To obtain 1996 PROV/FED/EA number(s) using 1991 PROV/FED/EA number(s).

(h) 1996 – 91 EA Conversion List

Description: A listing which provides comparisons between 1996 and 1991 enumeration areas by 1996 Province, Federal Electoral District, and Enumeration Area codes.

Primary use: To obtain 1991 PROV/FED/EA number(s) using 1996 PROV/FED/EA number(s).

(i) Indian Reserve EA List

Description: A listing of the 1996 enumeration areas which have been identified during collection as Indian reserves.

Primary use: To obtain 1996 PROV/FED/EA number(s) for an address on reserve.

(j) City Maps

Description: Maps for particular cities.

Primary use: To locate the geographic location of an address. These maps will be borrowed from Geography Division at the discretion of the Referral supervisor.

(k) Postal Code Map Book — For all of Canada.

Description: A map of Canada, by province/territory, showing location of the first character of the postal code.

Primary use: To locate the geographic area covered by the first letter of the postal code.

(l) Perley Maps

Description: Commercially produced books of detailed city maps (available for Toronto and Montréal only).

Primary use: To locate the geographical area for a street address.

(m) EA Maps, Series 1 (Large Urban Centres); 2 (Small Urban Centres); 3 (Rural Areas)

Description: The series 1 maps depict enumeration areas within urban areas with a population of 50,000 and over, that are part of the census tract program. Census tract (CT), census subdivision(CSD), federal electoral district (FED), census metropolitan area (CMA) and census agglomeration (CA) boundaries are shown on the maps.

The series 2 maps depict enumeration areas within census subdivisions (CSD) and unincorporated places. Federal electoral districts (FEDs) are also shown on the maps.

The series 3 maps depict enumeration areas in rural areas. Census division (CD), census subdivision (CSD), federal electoral district (FED), census metropolitan area (CMA) and census agglomeration (CA) boundaries are also shown on the maps.

Primary use: To obtain the 1996 PROV/FED/EA number(s) corresponding to a given address.

(n) Canadian Automobile Association/Commercial Maps

Description: Maps for each province within Canada.

Primary use: To locate a place (city, road, village...) within a given province.

**C. Form H-332R Identified as Type 1 – OUT OF SCOPE**

Confirm that the address printed in Section 1 on the Form H-332R is out of scope. An address is considered to be out of scope if the address is not in Canada (i.e. foreign address) or the address does not correspond to a geographical location. Examples of addresses that do not correspond to a geographical location are:

- ▶ sleeping in a car
- ▶ near the General Hospital
- ▶ none of your business
- ▶ on the train
- ▶ somewhere in the bush

If the address is out of scope, enter a check mark (✓) in the "Out of Scope" box located in the top margin on the Form H-332R and place the Form H-332R in the box identified for batching. Otherwise, enter "NOT OUT OF SCOPE" beside the Type in the top margin on the Form H-332R and continue with Step E.

**D. Form H-332R Identified as Type 2 – DUPLICATE**

1. For each Form H-332R identified as Type 2 in the top margin, obtain the SP's file from the designated filing cabinet, using the SPIN on the Form H-332R.
2. Locate all Phase 1 Forms H-332 in the SP's file.

3. Refile the Form H-332 having the same ADDID as that on the Form H-332R.

**Note:** This form is not used in remaining steps.

4. Determine if the address in Section 1 on the Form H-332R is a duplicate by comparing the address to those on the Forms H-332. Identify all Forms H-332 with the same address as that in Section 1 on the Form H-332R.

An address is considered to be a duplicate if all the components are the same. Address components include: a street name, civic number and apartment number if applicable or a description of location; a city, town, village or Indian reserve; a province and a postal code. An address may also include the name of a **collective dwelling** (e.g. St. Vincent's Hospital). Spelling errors, abbreviations and/or different positioning of the components are acceptable. However, if the postal code is different, the address is not the same.

If there is no Form H-332 with the same address as that in Section 1 on the Form H-332R, enter "NOT A DUPLICATE" beside the Type in the top margin on the Form H-332R and continue with Step E.

5. With the remaining duplicate Forms H-332, locate the form with the highest Auto Result code (i.e. "A" being the highest) located in the top margin. This Form H-332 is considered to be the "Master Form".

Diagram 25

**"Master" Form H-332 (ADDID 01)**

SPIN - NIPC 000006 02 01		H-332 C																
<p>1 <input type="checkbox"/> Duplicate - Same as: <input type="text"/> Duplicata - Pareil à: <input type="text"/></p> <p>2 <input type="checkbox"/> Out of Scope - Hors cible:</p>																		
<p><b>Section 1 - Address - Adresse</b></p> <table border="1"> <tr> <td>(1)</td> <td>01</td> <td>(2)</td> <td>Apt: App:</td> </tr> <tr> <td>1 <input type="checkbox"/> Same - Pareil</td> <td>36 WYNDEMERE ST.</td> <td colspan="2">Telephone - Téléphone: ( ) 436-5536</td> </tr> <tr> <td>2 <input type="checkbox"/> Different - Différent</td> <td>SUMMERSIDE</td> <td colspan="2"></td> </tr> <tr> <td>3 <input type="checkbox"/> Blank - En blanc</td> <td>PE CIN3EI</td> <td colspan="2"></td> </tr> </table>			(1)	01	(2)	Apt: App:	1 <input type="checkbox"/> Same - Pareil	36 WYNDEMERE ST.	Telephone - Téléphone: ( ) 436-5536		2 <input type="checkbox"/> Different - Différent	SUMMERSIDE			3 <input type="checkbox"/> Blank - En blanc	PE CIN3EI		
(1)	01	(2)	Apt: App:															
1 <input type="checkbox"/> Same - Pareil	36 WYNDEMERE ST.	Telephone - Téléphone: ( ) 436-5536																
2 <input type="checkbox"/> Different - Différent	SUMMERSIDE																	
3 <input type="checkbox"/> Blank - En blanc	PE CIN3EI																	

**Form H-332 (ADDID 30)**

SPIN - NIPC 000006 02 30		H-332 D																
<p>1 <input checked="" type="checkbox"/> Duplicate - Same as: <input type="text"/> 01 Duplicata - Pareil à: <input type="text"/></p> <p>2 <input type="checkbox"/> Out of Scope - Hors cible:</p>																		
<p><b>Section 1 - Address - Adresse</b></p> <table border="1"> <tr> <td>(1)</td> <td>30</td> <td>(2)</td> <td>Apt: App:</td> </tr> <tr> <td>1 <input type="checkbox"/> Same - Pareil</td> <td>36 WYNDEMERE ST.</td> <td colspan="2">Telephone - Téléphone: ( ) 436-5536</td> </tr> <tr> <td>2 <input type="checkbox"/> Different - Différent</td> <td>SUMMERSIDE</td> <td colspan="2"></td> </tr> <tr> <td>3 <input type="checkbox"/> Blank - En blanc</td> <td>PE CIN3EI</td> <td colspan="2"></td> </tr> </table>			(1)	30	(2)	Apt: App:	1 <input type="checkbox"/> Same - Pareil	36 WYNDEMERE ST.	Telephone - Téléphone: ( ) 436-5536		2 <input type="checkbox"/> Different - Différent	SUMMERSIDE			3 <input type="checkbox"/> Blank - En blanc	PE CIN3EI		
(1)	30	(2)	Apt: App:															
1 <input type="checkbox"/> Same - Pareil	36 WYNDEMERE ST.	Telephone - Téléphone: ( ) 436-5536																
2 <input type="checkbox"/> Different - Différent	SUMMERSIDE																	
3 <input type="checkbox"/> Blank - En blanc	PE CIN3EI																	

6. Code the Form H-332R having the same address as that on the Master Form as follows:

- Enter a check mark (✓) in the "Duplicate" box located in the top margin on the Form H-332R.
- Enter the ADDID from Column (2), Section 1 of the Master Form in the "Same as" box located beside the duplicate box located in the top margin on the Form H-332R.
- Place the coded Form H-332R in the box identified for batching.

7. Return all Forms H-332 to the SP's file and place file in the box identified for filing.

**E. Validating Address Data on Form H-332R**

1. For each Form H-332R identified in the top margin as Type 1 (NOT OUT OF SCOPE), 2 (NOT A DUPLICATE) or 3 (COMPLETE), obtain the SP's file from the designated filing cabinet, using the SPIN on the Form H-332R, if you haven't already done so in a previous step.
2. Locate the source document, either the Form RRC-319 (RRC Questionnaire) or Form RRC-317 (Selected Person Document), using the "Address Source" printed in Section 1 on the Form H-332R.
3. Compare the address printed in Section 1 on the Form H-332R to the address on the source document.
  - (a) If the address on the source document is the same, enter a check mark () in the "OK" box under "Address" in the Checklist section on the reverse of the Form H-332R. If the address has no Collective Dwelling Name, continue with Step 4. Otherwise, continue with Step 5.
  - (b) If the address on the source document is different, enter the complete address, including telephone number (if any) in Column (2) of Section 2 on the Form H-332R and enter a check mark () in the "Update" box under "Address" in the Checklist section on the reverse of the Form H-332R. If the address has no Collective Dwelling Name, continue with Step 4. Otherwise, continue with Step 5.

4. Confirm that either the address entered in Section 2 on the Form H-332R (if updated) or the address printed in Section 1 on the Form H-332R (if confirmed as the same) is correct, using telephone and/or city directories. Search the telephone directories (TDs) for the Name of the SP; the Name(s) of other household member(s); or the Name of the other adult printed in Sections 5, 6 and 7 on the reverse of the Form H-332R to confirm that the address is the same as on the Form H-332R. Search city directories (CDs) similarly, for the address or the Name of the SP; the Name(s) of other household member(s); or the Name of the other adult printed in Sections 5, 6 and 7 on the reverse of the Form H-332R. It may also be determined that the address is a commercial or business address.

(a) If the address listed is the same, enter a check mark (✓) in the appropriate "OK" boxes under Telephone Directory (TD) and/or City Directory (CD) in the Checklist section on the reverse of the Form H-332R and continue with Step 6.

(b) If the address listed is probably the same (i.e. slightly different), enter the updated address, including telephone number in Section 2 on the Form H-332R and enter a check mark (✓) in the appropriate "Update" boxes under TD and/or CD in the Checklist section on the reverse of the Form H-332R and continue with Step 6.

**Note:** If there is any doubt as to whether to update the address, refer the Form H-332R to your supervisor.

#### Examples of Updates

<u>Name and Address on Form H-332R</u>	<u>Name and Address Listed in TD/CD</u>
Jacob E. Johnson 1251 Cardero Vancouver, B.C. V6G 2H9	Johnson, J.E. 1251 Cardero <u>St., Apt 1601</u> Vancouver, B.C. V6G 2H9
Kenneth Kiefl Close to Band Office Fort Providence, NWT XOE 0L0	Kiefl, Ken <u>Lot 113</u> Fort Providence, NWT XOE 0L0

(c) If the address listed is either a commercial or business address, code the following on the Form H-332R:

- enter the commercial or business name in Section 2;
- enter a check mark (✓) in the "Update" box in Section 2;
- enter a check mark (✓) in the appropriate "Update" box under TD or CD in the Checklist section on the reverse of the Form H-332R; and
- enter a check mark (✓) in the "DQ" box in Section 3 and place the Form H-332R in the box identified for Data Quality.

**Example of Commercial Address**

<u>Name and Address on Form H-332R</u>	<u>Name and Address Listed in CD</u>
Jessica Ann South	<u>Royal Bank Building</u>
200-186 Victoria St. Kamloops, BC V2C 5R3	200-186 Victoria St. Kamloops, BC V2C 5R3

(d) If the address is completely different, do not update the address. Enter a check mark (✓) in the appropriate "Not listed" box under TD or CD in Checklist section on the reverse of the Form H-332R and continue with Step 6.

**Examples of Addresses Not to be Updated**

<u>Name and Address on Form H-332R</u>	<u>Name and Address Listed in TD/CD</u>
<u>John Clarke</u> <u>975 Hooper St.</u> Ottawa, Ontario K1Z 6K3	<u>John Clark</u> <u>975 Merivale Road</u> Ottawa, Ontario K1Z 6A3
<u>Marianne Masson</u> <u>River Road</u> Bristol, Quebec J0X 1G0	<u>J. M. Masson</u> <u>Pine Street</u> Bristol, Quebec J0X 1G0

5. Confirm that either the address for the collective dwelling entered in Section 2 on the Form H-332R (if updated) or the address for the collective dwelling printed in Section 1 on the Form H-332R (if confirmed as the same) is correct, using telephone and/or city directories. Search telephone and/or city directories for the Name of the Collective Dwelling. Depending upon the type of collective dwelling, use other reference materials described in this section to confirm that the address is the same.
  - (a) If the address is the same, enter a check mark (✓) in the appropriate "OK" boxes under TD, CD or specify source in OTHER in Checklist section on the reverse of the Form H-332R and continue with Step 6.
  - (b) If the address is probably the same address, enter the updated name and address in Section 2 on the Form H-332R and enter a checkmark (✓) in the appropriate "Update" boxes under TD, CD or specify source in OTHER in Checklist section on the reverse of the Form H-332R and continue with Step 6.
- Note:** If there is any doubt as to whether to update the address, refer the Form H-332R to your supervisor.

  - (c) If the address is completely different, do not update the address. Enter a check mark (✓) in the appropriate "Not listed" boxes under TD or CD in Checklist section on the reverse of the Form H-332R and continue with Step 6.
6. Verify or obtain the postal code of either the address entered in Section 2 on the Form H-332R (if updated) or the address printed in Section 1 on the Form H-332R (if confirmed as the same), using the Postal Code Directory.
  - (a) If the listed postal code is the same, enter a check mark (✓) in the "OK" box under PC in Checklist section on the reverse of the Form H-332R and continue with Step 7.
  - (b) If the listed postal code is different, cross it out and enter the complete address, telephone number and new postal code in Section 2 on the Form H-332R. Enter a check mark (✓) in the "Update" box under PC in Checklist section on the reverse of the Form H-332R and continue with Step 7.
  - (c) If the postal code is not listed, enter a check mark (✓) in the "Not listed" box under PC in Checklist section on the reverse of the Form H-332R and continue with Step 7.
7. Enter a check mark (✓) in the appropriate box in Section 2 to indicate that the address was either updated or not updated and continue with Step F.

**F. Determining Type of Address**

1. Determine the type of address entered in Section 2 on the Form H-332R (if updated) or in Section 1 on the Form H-332R (if confirmed as the same).

An **exact address with no collective dwelling name** is the location of one dwelling only. The components include: a street name, civic number and apartment number, if applicable; the name of a city, town, village or Indian reserve; a province and a postal code. Enter an "E" (exact) beside the telephone number in Column (2), Section 1 or 2 (whichever is applicable) on the Form H-332R and continue with Step G.

**Example of Exact Address with No Collective Dwelling Name**

1444 Laurier Ave., Apt. 2  
Ottawa, Ontario  
K1R 6L1

An **inexact address with no collective dwelling name** is the location of one or more dwellings. The address gives an approximate location. The components include: a description of the location; the name of a city, town, village or Indian reserve; a province and a postal code. Enter an "I" (inexact) beside the telephone number in Column (2), Section 1 or 2 (whichever is applicable) on the Form H-332 and continue with Step H.

**Example of Inexact Address with No Collective Dwelling Name**

Lot 5, Con 2,  
Lobo Twp, Ontario  
N0L 1R0

An **address with a collective dwelling name** can be either an exact or inexact address. The name of a collective dwelling indicates that the address is for a collective dwelling such as a hospital, motel, jail, or nursing home. If the address is exact, enter an "E" (exact) beside the telephone number in Column (2), Section 1 or 2 (whichever is applicable) on the Form H-332 and continue with Step G. Otherwise, enter an "I" (inexact) and continue with Step H.

**Example of an Exact Address with a Collective Dwelling Name**

St. Vincent's Hospital  
60 Cambridge N.  
Ottawa, Ontario  
K1J 4B5

#### G. Determining PROV/FED/EA Number(s) for an Exact Address

For an **exact address**, determine the PROV/FED/EA number(s) as follows:

- (a) Determine if the place name of the address entered in Section 2 on the Form H-332R (if updated) or in Section 1 on the Form H-332R (if confirmed as the same) is covered by a street index using the List of CMAs/CAs and CSD components.
  - (i) If the place name is covered by a street index, continue with Step (b).
  - (ii) If the place name is not covered by a street index, continue with Step (c).
- (b) Using the appropriate street index, locate the street name, type, direction (e.g., east, west, north, south), municipality and civic number range (odd/even) identified on the Form H-332R.
  - (i) If the street name, type, direction, municipality and civic number range are found or if the street name, type, direction and municipality are found but no civic number ranges (e.g., #-#) are found listed and there are 10 or less PROV/FED/EA number(s), enter them in Columns 2-4 in Section 3 on the Form H-332R. Check the List of Split EA's for the PROV/FED/EA number(s) and enter any new PROV/FED/EA number(s) that have been assigned. If 10 or less PROV/FED/EA numbers are identified, place the Form H-332R in the box identified for VR Search. Otherwise, place the Form H-332R in the box identified for Geography.
  - (ii) If the street name, type, direction, municipality and civic number range are not found, continue with Step (c).
- (c) Using the Postal Code/EA Conversion List, locate the postal code identified on the Form H-332R.
  - (i) If the postal code is found, enter all PROV/FED/EA number(s) in Columns 2-4 in Section 3 on the Form H-332R. Check the List of Split EA's for the PROV/FED/EA number(s) and enter any new PROV/FED/EA number(s) that have been assigned. If 10 or less PROV/FED/EA numbers are identified, place the Form H-332R in the box identified for VR Search. Otherwise, place the Form H-332R in the box identified for Geography.
  - (ii) If the postal code is not found, continue with Step (d).
- (d) Using the Place Name List, locate the place name of the address identified on the Form H-332R.
  - (i) If the place name is found, enter all PROV/FED/EA number(s) in Columns 2-4 in Section 3 on the Form H-332R. Check the List of Split EA's for the PROV/FED/EA number(s) and enter any new PROV/FED/EA number(s) that have been assigned. If 10 or less PROV/FED/EA numbers are identified, place the Form H-332R in the box identified for VR Search. Otherwise, place the Form H-332R in the box identified for Geography.
  - (ii) If the place name is not found (i.e. PROV/FED/EA number(s) could not be determined), enter a check mark (✓) in the "DQ" box in Section 3 and place the Form H-332R in the box identified for Data Quality.

#### H. Determining PROV/FED/EA number(s) for an Inexact Address

For an inexact address, determine the PROV/FED/EA number(s) as follows:

- (a) Using the Place Name List, locate the place name of the address entered in Section 2 on the Form H-332R (if updated) or in Section 1 on the Form H-332R (if confirmed as the same) on the Form H-332R.
  - (i) If the place name is found listed, enter all PROV/FED/EA number(s) in Columns 2-4 in Section 3 on the Form H-332R. Check the List of Split EA's for the PROV/FED/EA number(s) and enter any new PROV/FED/EA number(s) that have been assigned. If 10 or less PROV/FED/EA numbers are identified, place the Form H-332R in the box identified for VR Search. Otherwise, place the Form H-332R in the box identified for Geography.
  - (ii) If the place name is not found listed, (i.e. PROV/FED/EA number(s) could not be determined), enter a check mark (✓) in the "DQ" box in Section 3 and place the Form H-332R in the box identified for Data Quality.

## Notes

## Notes

## V. VR Search

This operation involves a manual search in Visitation Records (VRs) to locate the address or telephone number entered in Section 2 on the Form H-332R (if updated) or the address printed in Section 1 on the Form H-332R (if confirmed as the same) or the name of the SP or the name of a household member or the name of the other adult printed in Sections 5, 6 and 7, respectively. One or more PROV/FED/EA numbers to be searched are printed in Columns (2), (3) and (4) of Section 3.

### A. Locating the VR(s)

Locate the VR(s) in the VR Library corresponding to the PROV/FED/EA(s) printed in Columns (2), (3), and (4) of Section 3 on the Form H-332R.

### B. Identifying the Address Type

Identify the type of address either recorded beside the telephone number in Column (2), Section 2 on the Form H-332R (if updated) or printed beside the telephone number in Column (2), Section 1 on the Form H-332R (if confirmed as the same).

- (i) If the type of address is an "E" (i.e. an exact address with no collective dwelling name), continue with Step C.
- (ii) If the type of address is an "I" (i.e. an inexact address with no collective dwelling name), continue with Step D.
- (iii) If there is an address with a collective dwelling name, continue with Step E.

### C. Searching for an Exact Address with No Collective Dwelling Name

1. Determine if the exact address either recorded in Section 2 on the Form H-332R (if updated) or printed in Section 1 on the Form H-332R (if confirmed as the same) is listed in Section I of the VR by searching Column (3) (Exact Location of Dwelling).

- (a) If the exact address is listed in Column (3), Section I of the VR and there is no entry in either Form 4 columns (18-20) or Unoccupied May 14, column (21), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:
  - (i) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
  - (ii) Enter a code "4" in Column (6) (VR RES).
  - (iii) Place the Form H-332R in the box identified for Verification.

(b) If the exact address is listed in Column (3), Section I of the VR and there is an entry in either Form 4 Columns (18-20) or Unoccupied May 14, Column (21), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:

- (i) Enter a check mark (✓) in Column (1).
- (ii) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
- (iii) Enter a code "4" in Column (6) (VR RES).
- (iv) If there is an entry in Columns (18-20) (Form 4), enter a code "11" in Column (7) (FT).
- (v) If there is an entry in Column (21) (Unoccupied May 14), enter a code "66" in Column (7) (FT).
- (vi) Place the Form H-332R in the box identified for batching.

(c) If the exact address is not listed in Section I of the VR, continue with Step 2.

2. Determine if the exact address either recorded in Section 2 on the Form H-332R (if updated) or printed in Section 1 on the Form H-332R (if confirmed as the same) is listed in Section II of the VR (pages 50 and 51) by searching Column (3) (Exact Location of Dwelling).

(a) If the exact address is listed in Column (3), Section II of the VR and there is no entry in Column (14) (Remarks) of Section II of the VR indicating the collective dwelling is unoccupied, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:

- (i) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
- (ii) Enter a code "4" in Column (6) (VR RES).
- (iii) Place the Form H-332R in the box identified for Verification.

(b) If the exact address is found listed in Column (3), Section II of the VR and there is an entry in Column (14) (Remarks) of Section II of the VR indicating the collective dwelling is unoccupied, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:

- (i) Enter a check mark (✓) in Column (1).
- (ii) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
- (iii) Enter a code "4" in Column (6) (VR RES).
- (iv) Enter a code "66" in Column (7) (FT).
- (v) Place the Form H-332R in the box identified for batching.

(c) If the exact address is not listed in Section II of the VR, continue with Step 3.

3. Determine if the exact address either recorded in Section 2 on the Form H-332R (if updated) or printed in Section 1 on the Form H-332R (if confirmed as the same) should have been listed in Section I of the VR.
  - (a) If there is evidence that the address should have been listed in the VR (i.e. the civic number of the address is in the range of the civic numbers listed in the VR), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:
    - (i) Enter a check mark () in Column (1).
    - (ii) If the exact address includes an apartment number and the VR lists other apartment numbers with the same civic number and street name, enter a code "7" in Column (6) (VR RES). For example, if you are looking for 10-103 Elm Street and the VR lists 8-103 Elm Street, 9-103 Elm Street, 11-103 Elm Street, etc., code a "7".
    - (iii) If the exact address includes a civic number and apartment number and the VR lists civic numbers within the same range and no apartments are listed, enter a code "8" in Column (6) (VR RES). For example, if you are looking for 10-103 Elm Street and the VR lists 101 Elm Street and 105 Elm Street, code an "8".
    - (iv) If the exact address includes a civic number and no apartment number and the VR lists civic numbers within the same range, enter a code "9" in Column (6) (VR RES). For example, if you are looking for 103 Elm Street and the VR lists 101 Elm Street and 105 Elm Street, code a "9".
    - (v) Place the Form H-332R in the box identified for batching.
  - (b) If there is no indication that the exact address should have been listed in the VR, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:
    - (i) Enter a code "0" in Column (6) (VR RES).
    - (ii) If there is one or more PROV/FED/EAs to be searched, search the next PROV/FED/EA number in Section 3 on the Form H-332R, following the same procedures.
    - (iii) If all PROV/FED/EAs have been searched and all entries in Section 3 on the Form H-332R have a coded VR RES (Column 6) of "0", enter a check mark () in the "DQ" box in Section 3 on the Form H-332R and place the Form H-332R in the box identified for Data Quality.

**D. Searching for an Inexact Address with No Collective Dwelling Name**

1. Determine if the telephone number recorded in either Section 2 on the Form H-332R (if updated) or printed in Section 1 on the Form H-332R (if confirmed as the same) is listed in Section I of the VR by searching Column (12) (Telephone Number).
  - (a) If the telephone number is listed in Column (12), Section I of the VR and the Name of Person 1 in Column (7) of the VR is the same as one of the names printed in Sections 5, 6 or 7 on the Form H-332R and there is no entry in either Form 4 Columns (18-20) or Unoccupied May 14, Column (21), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:
    - (i) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
    - (ii) Enter a code "5" in Column (6) (VR RES).
    - (iii) Place the Form H-332R in the box identified for Verification.
  - (b) If the telephone number is listed in Column (12), Section I of the VR and the Name of Person 1 in Column (7) of the VR is the same as one of the names printed in Sections 5, 6 or 7 on the Form H-332R and there is an entry in either Form 4 Columns (18-20) or Unoccupied May 14, Column (21), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:
    - (i) Enter a check mark (✓) in Column (1).
    - (ii) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
    - (iii) Enter a code "5" in Column (6) (VR RES).
    - (iv) If there is an entry in Columns (18-20) (Form 4), enter a code "11" in Column (7) (FT).
    - (v) If there is an entry in Column (21) (Unoccupied May 14), enter a code "66" in Column (7) (FT).
    - (vi) Place the Form H-332R in the box identified for batching.
  - (c) If the telephone number is listed in Column (12), Section I of the VR and the Name of Person 1 in Column (7) of the VR is different from any of the names printed in Sections 5, 6 or 7 on the Form H-332R, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:
    - (i) Enter the household number from Column (2) of the VR in Column (10) (Hhld No. range).
    - (ii) Enter a code "6" in Column (6) (VR RES).
    - (iii) Continue with Step 2.
  - (d) If the telephone number is not listed in Column (12), Section I of the VR, continue with Step 2.

2. Determine if the SP, a household member or the other adult printed in Sections 5, 6 or 7 on the Form H-332R is listed in Section I of the VR by searching Column (7) (Name of Person 1 in this Household). Check all of Section I of the VR to ensure that you have located all households where the SP, a household member or the other adult might be found.
  - (a) If the SP, a household member or the other adult is listed in Column (7), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:
    - (i) Enter the household number(s) from Column (2) of the VR in Column (10) (Hhld No. range).
    - (ii) Enter a code "6" in Column (6) (VR RES).
    - (iii) If there is one or more PROV/FED/EAs to be searched, search the next PROV/FED/EA number in Section 3 on the Form H-332R, following the same procedures.
    - (iv) If all PROV/FED/EAs have been searched, place the Form H-332R in the box identified for Verification.
  - (b) If the SP, a household member or the other adult is not listed in Column (7) of the VR, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:
    - (i) Enter a code "0" in Column (6) (VR RES).
    - (ii) If there is one or more PROV/FED/EAs to be searched, search the next PROV/FED/EA number in Section 3 on the Form H-332R, following the same procedures.
    - (iii) If all PROV/FED/EAs have been searched and all entries in Section 3 on the Form H-332R have a coded VR RES (Column 6) of "0", enter a check mark (✓) in the "DQ" box in Section 3 on the Form H-332R and place the Form H-332R in the box identified for Data Quality.

**E. Searching for an Address with a Collective Dwelling Name**

1. Determine if either the address or the name of the collective dwelling recorded in Section 2 on the Form H-332R (if updated) or printed in Section 1 on the Form H-332R (if confirmed as the same) is listed in Section II of the VR by searching Column (3) (Exact Location of Dwelling) and Column (4) (Name of Dwelling).
  - (a) If either the address or the name of the collective dwelling is listed in Column (3), Section II of the VR and there is no entry in Column (14) (Remarks) of Section II of the VR indicating the collective dwelling is unoccupied, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:
    - (i) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
    - (ii) Enter a code "4" in Column (6) (VR RES).
    - (iii) Place the Form H-332R in the box identified for Verification.
  - (b) If either the address or the name of the collective dwelling is listed in Column (3), Section II of the VR and there is an entry in Column (14) (Remarks) of Section II of the VR indicating the collective dwelling is unoccupied, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:
    - (i) Enter a check mark (✓) in Column (1).
    - (ii) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
    - (iii) Enter a code "4" in Column (6) (VR RES).
    - (iv) Enter a code "66" in Column (7) (FT).
    - (v) Place the Form H-332R in the box identified for batching.
  - (c) If the address or the name of the collective dwelling is not listed in Section II of the VR, continue with Step 2.
2. Determine if the address recorded in Section 2 on the Form H-332R (if updated) or printed in Section 1 on the Form H-332R (if confirmed as the same) is listed in Section I of the VR by searching Column (3) (Exact Location of Dwelling).
  - (a) If the exact address is listed in Column (3), Section I of the VR and there is no entry in either Form 4 Columns (18-20) or Unoccupied May 14, Column (21), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:
    - (i) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
    - (ii) Enter a code "4" in Column (6) (VR RES).
    - (iii) Place the Form H-332R in the box identified for Verification.

(b) If the exact address is listed in Column (3), Section I of the VR and there is an entry in either Form 4 Columns (18-20) or Unoccupied May 14, Column (21), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:

- (i) Enter a check mark () in Column (1).
- (ii) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
- (iii) Enter a code "4" in Column (6) (VR RES).
- (iv) If there is an entry in Columns (18-20) (Form 4), enter a code "11" in Column (7) (FT).
- (v) If there is an entry in Column (21) (Unoccupied May 14), enter a code "66" in Column (7) (FT).
- (vi) Place the Form H-332R in the box identified for batching.

(c) If the address is not listed in Section I of the VR, continue with Step 3.

3. Determine if the address recorded in Section 2 on the Form H-332R (if updated) or printed in Section 1 on the Form H-332R (if confirmed as the same) should have been listed in either Section II or Section I of the VR.

(a) If there is evidence that the address should have been listed in the VR (i.e. the civic number of the address is in the range of the civic numbers listed in the VR), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the form H-332R:

- (i) Enter a check mark () in Column (1).
- (ii) If the exact address includes a civic number and the VR lists civic numbers within the same range, enter a code "9" in Column (6) (VR RES). For example, if you are looking for 1003 Elm Street and the VR lists 1001 Elm Street and 1005 Elm Street, code a "9".
- (iii) Place the Form H-332R in the box identified for batching.

(b) If there is no indication that the address should have been listed in the VR, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332R:

- (i) Enter a code "0" in Column (6) (VR RES).
- (ii) If there is one or more PROV/FED/EAs to be searched, search the next PROV/FED/EA number in Section 3 on the Form H-332R, following the same procedures.
- (iii) If all PROV/FED/EAs have been searched and all entries in Section 3 on the Form H-332R have a coded VR RES (Column 6) of "0", enter a check mark () in the "DQ" box in Section 3 on the Form H-332R and place the Form H-332R in the box identified for Data Quality.

## Notes

## VI. Verification

### A. Processing Edit Form (H-332P)

Phase 1 H-332 data was edited for invalid data. A Form H-332P is printed for verification if the data is invalid for an address. Verification staff are responsible for locating the census questionnaire that corresponds to the entries in Section 3 and either verifying or correcting the coded Phase 1 data.

The edit type and error message is printed in Section 1 to allow you to follow specific procedures for the edit types. A description of each edit type is provided as an aid to you.

Type	Edit Message	Description
1	No SP/HH/ADD coded	Data was not coded for the SP or his/her household members or the other adult.
2	# of persons different	The number of persons coded does not agree with the number of persons on the census database.
3	QNO and/or POS invalid	The SP was found on the census questionnaire, but SP's characteristics were not on the census database.
4	QNO and/or POS not coded for SP	The SP was not found on the census questionnaire, but there was a person on the census database which matched to the SP's characteristics.

1. Locate the EA box corresponding to the PROV/FED/EA number printed in Columns (2), (3) and (4) in Section 3 on the Form H-332P.

**Note:** It is possible to have multi-box EAs. If there is a red dot on the bar code label, there is another box. If the EA box cannot be located, provide the PROV/FED/EA number to your supervisor.

2. Locate all the census questionnaire(s) corresponding to the household number printed in Column (5) (Hhld No.) in Section 3.

**Note:** If a census questionnaire cannot be located and it has not been misfiled in the EA box, provide the PROV/FED/EA/Hhld number to your supervisor.

3. Using the Name Match Definitions in the appendix, compare the names of all persons printed in Sections 4, 5 and 6 on the reverse of the Form H-332P with the persons listed on the corresponding census questionnaire(s). For many cases, Column (6) (FT), Column (7) (QNO) and Column (8) (POS) in Section 3 on the Form H-332P will be printed to direct you to the SP. If the SP is not found in that position on the census questionnaire, look elsewhere on the census questionnaire. If the SP does not match anyone on the census questionnaire, ensure that the correct census questionnaire has been located (i.e. PROV/FED/EA/Hhld No.).
  - (a) If the SP or a household member or the other adult is matched, code the following results on the Form H-332P:
    - (i) For each matched person, enter a check mark () in the appropriate box(es) in Sections 4, 5 and 6.
    - (ii) If the SP was not matched, enter a check mark () in the "No SP" box in Section 4.
    - (iii) If all household members were not matched, enter a check mark () in the "No household member" box in Section 5.
    - (iv) If the other adult was not matched, enter a check mark () in the "No adult" box in Section 6.
    - (v) Continue with Step 4.
  - (b) If no persons were matched on the corresponding census questionnaire, enter a check mark () in the "Address, names not listed" box in Section 3 on the Form H-332P and place the Form H-332P in the box identified for batching.
4. If the **edit type is 3 and the SP was matched**, enter the SP's family name and given name, sex (M, F or X, if unknown) and date of birth (DD/MM/YYYY or 88-88-8888, if unknown) from the census questionnaire in the Comments section (Section 7) on the reverse of the Form H-332P.
5. If the **edit type is 4 and the SP was not matched**, enter the family name and given name of the person on the census questionnaire with his/her sex (M, F or X, if not given) and date of birth (DD/MM/YYYY or 88-88-8888, if unknown) that match to the SP's data in the Comments section (Section 7) on the reverse of the Form H-332P.

6. If FT, QNO and POS are preprinted in Section 3 on the Form H-332P and the SP was matched, compare them to the Form Type (FT), Questionnaire No. (QNO) and the SP's Position number (POS) on the census questionnaire.
  - (i) If FT, QNO and POS are all the same, enter a check mark in the Column (1) box on the first line in Section 3 beside the corresponding PROV/FED/EA/Hhld No. where the SP was matched.
  - (ii) If FT, QNO and/or POS are different, enter the correct codes in the appropriate Columns (6-8) and a check mark in the Column (1) box on the second line in Section 3 beside the corresponding PROV/FED/EA/Hhld No. where the SP was matched.
7. If the SP was not matched, enter a check mark in the Column (1) box on the second line in Section 3 beside the corresponding PROV/FED/EA/Hhld No.
8. Compare the address in Section 2 on the Form H-332P to the address on the census questionnaire and enter a check mark (✓) in the appropriate box (i.e. "Same", "Different" or "Blank") in Column (1), Section 2.

The address is considered to be the "Same" if differences are due to spelling errors, use of abbreviations, etc.

The address is considered to be "Different" if the civic number and/or apartment number do not match even though the street name, place name and postal code are the same. In rural areas, the address is "Different" in the case of a P.O. box and place name on one document compared to a lot, concession and place name on the other, even if the postal code is the same.

The address is "Blank" if there is no address on the census questionnaire.

9. If edit type is 1 or 2, place the Form H-332P in the box identified for batching.
10. If edit type is 3 and the SP was matched, enter a check mark (✓) in the DQ box in Section 1 on the Form H-332P and place the Form H-332P in the box identified for Data Quality.
11. If edit type is 3 and the SP was not matched, place the Form H-332P in the box identified for batching.
12. If edit type is 4 and the SP was not matched, enter a check mark (✓) in the DQ box in Section 1 on the H-332P Form and place the Form H-332P in the box identified for Data Quality.
13. If edit type is 4 and the SP was matched, place the Form H-332P in the box identified for batching.

**B. Match Form (H-332M)**

One or more PROV/FED/EA/Hhld numbers will be printed in Columns 2 to 5 of Section 1 on the Form H-332M. The PROV/FED/EA/Hhld numbers are in order by most probable match. They are to be processed in the order that they appear. Verification is finished, when either the SP or a household member is found or when all matches have been verified.

1. Locate the EA box corresponding to the PROV/FED/EA number printed in Columns (2), (3) and (4) in Section 1.

**Note:** It is possible to have multi-box EAs. If there is a red dot on the bar coded label, there is another box. If the EA box cannot be located, provide the PROV/FED/EA number to your supervisor.

2. Locate all the census questionnaire(s) corresponding to the household number printed in Column (5) (Hhld No.) in Section 1.

**Note:** If a census questionnaire cannot be located and it has not been misfiled in the EA box, provide the PROV/FED/EA/Hhld number to your supervisor.

3. Using the Name Match Definitions in the appendix, compare the names of all persons printed in Sections 2 and 3 on the Form H-332M with the persons listed on the corresponding census questionnaire(s). For many cases, Column (6)(FT), Column (7) (QNO) and Column (8) (POS) in Section 1 on the Form H-332M will be printed to direct you to the SP. If the SP is not found in the printed position on the census questionnaire, look elsewhere on the census questionnaire. If the SP does not match to anyone on the census questionnaire ensure that the correct census questionnaire has been located (i.e. PROV/FED/EA/Hhld No.).
4. If the SP or a household member is matched, code the following results on the Form H-332M:

- (a) Enter check marks (✓) in the appropriate box(es) in Sections 2 and 3 of the Form H-332M for each matched person. If the SP is not matched, the "No SP" box must be checked. If no household members are matched, the "No household member" box must be checked.
- (b) Enter a check mark (✓) in the Column (1) box in Section 1 beside the corresponding PROV/FED/EA/Hhld No. where the SP or a household member was matched.

(c) Compare the address on the census questionnaire to the addresses printed in Section 4 of the Form H-332M:

- (i) If the address is the same as the others, that is, if differences are due to spelling errors, use of abbreviations, etc., enter a check mark (✓) in the corresponding box in Section 4.
- (ii) If the address is different, enter the address and telephone number (if recorded) from the census questionnaire in Line 14 and enter a check mark (✓) in the corresponding box in Section 4.

The address is considered to be "Different" if the civic number and/or apt. number do not match, even though the street name, place name and postal code are the same. In rural areas, the address is "Different" in the case of a P.O. box and place name on one document being compared to a lot, concession and place name on the other, even if the postal code is the same for each set of entries.

- (iii) If the address is blank, enter a check mark (✓) in the "Blank" box in Section 4.

(d) Place the Form H-332M in the box identified for batching.

5. If no persons were matched on the corresponding census questionnaire, enter a check mark (✓) in the last column in Section 1 on the Form H-332M corresponding to the match.
6. Verify the next PROV/FED/EA/Hhld No. entered in Section 1 on the Form H-332M or, if there are no other matches in Section 1, enter a check mark (✓) in the "No Match" box in the top margin on the Form H-332M and place the Form H-332M in the box identified for batching.

**C. Rework Form (H-332R)**

One or more matches have been identified manually in Section 3 by VR Search staff. Matches where the VR Result has been coded a 4, 5 or 6 are to be verified starting with the lowest VR Result code.

1. Locate the EA box corresponding to the PROV/FED/EA number printed in Columns (2), (3) and (4) in Section 3.

**Note:** It is possible to have multi-box EAs. If there is a red dot on the bar coded label, there is another box. If the EA box cannot be located, provide the PROV/FED/EA number to your supervisor.

2. Locate all the census questionnaire(s) corresponding to the household numbers entered in either Column (5) (Hhld No.) or Column (10) (Hhld No. range) in Section 3.

**Note:** If a census questionnaire cannot be located and it has not been misfiled in the EA box, provide the PROV/FED/EA/Hhld No. to your supervisor.

3. Using the Name Match Definitions in the Appendix, compare the names of all persons printed in Sections 5, 6 and 7 on the reverse of the Form H-332R with the persons listed on the corresponding census questionnaire(s).

- (a) If the SP or a household member or the other adult is matched, code the following results on the Form H-332R:

- (i) Enter check marks (✓) in the appropriate box(es) in Sections 5, 6 and 7 for each matched person. If the SP is not matched, the "NO SP" box must be checked. If no household members are matched, the "No household member" box must be checked. If no other adult is matched, the "No adult" box must be checked.

- (ii) Enter a check mark (✓) in the appropriate box (i.e. "Same", "Different" or "Blank") in Column (1), Section 1 after comparing the address in Section 1 or Section 2 (if updated) on the Form H-332R to the address on the census questionnaire.

The address is considered to be the "Same" if differences are due to spelling errors, use of abbreviations, etc.

The address is considered to be "Different" if the civic number and/or apartment number do not match even though the street name, place name and postal code are the same. In rural areas, the address is "Different" in the case of a P.O. box and place name on one document compared to a lot, concession and place name on the other, even if the postal code is the same.

The address is "Blank" if there is no address on the census questionnaire.

- (iii) Enter a check mark (✓) in the Column (1) box in Section 3 beside the corresponding PROV/FED/EA/Hhld No. where the SP and/or a household member and/or the other adult was matched.
- (iv) If a household number range or sequence was entered in Column (10) (Hhld No. range), enter the household number where the SP and/or household member(s) and/or the other adult was matched in Column (5) (Hhld No.).
- (v) If the SP was matched, enter the Form type code from the identification boxes on the front of the corresponding census questionnaire (next to the Hhld No.) in Column (7) (FT).
- (vi) If the SP was matched, enter the 3-digit Questionnaire No. from the identification boxes on the front of the corresponding census questionnaire (next to the No. of persons box) in Column (8) (QNO). If Questionnaire No. on the census questionnaire is blank, enter "001".
- (vii) If the SP was matched, enter the 1-digit position number which refers to the SP's position number on the inside of the corresponding census questionnaire in Column (9) POS.
- (viii) Place the Form H-332R in the box identified for batching.

(b) If no persons were matched on the corresponding census questionnaire and VR RES is coded either a "4" or "5", code the following results on the Form H-332R:

- (i) Enter a check mark (✓) in the appropriate box (i.e. "Same", "Different" or "Blank") in Column (1), Section 1 after comparing the address in Section 1 or Section 2 (if updated) on the Form H-332R to the address on the census questionnaire.
- (ii) Enter a check mark (✓) in the Column (1) box in Section 3 beside the corresponding PROV/FED/EA/Hhld No. for the address.
- (iii) Enter the Form type code from the identification boxes on the front of the corresponding census questionnaire (next to the Hhld No. Box) in Column (7) (FT).
- (iv) Enter a check mark (✓) in the "No SP" box in Section 5.
- (v) Enter a check mark (✓) in the "No household member" box in Section 6.
- (vi) Enter a check mark (✓) in the "No adult" box in Section 7.
- (vii) Place the Form H-332R in the box identified for batching.

(c) If no persons were matched on the corresponding census questionnaire and the VR RES is coded a "6", verify the next PROV/FED/EA/Hhld No. entered in Section 3 on the Form H-332R. If all PROV/FED/EA/Hhld Nos. have been verified, enter a check mark (✓) in the "DQ" box in Section 3 on the Form H-332R and place the Form H-332R in the box identified for Data Quality.

## Notes

**Appendix – Name Match for SP and/or Household Members and/or Other Adult**

1. If the SP's FAMILY NAME agrees exactly and the GIVEN NAMES or INITIALS agree or are consistent, then the SP's name is a match.

e.g. James R. Smith	-	J.R. Smith
Arlene F. Martin	-	A. Fay Martin
Benjamin Michael Joshen	-	Benji Mike Joshen

2. If the SP's FAMILY NAME and the GIVEN NAMES have discrepancies for any reason listed below, determine if the FAMILY NAME and the GIVEN NAMES of at least one other household member or the other adult is a match as defined in 1. If the FAMILY NAME and the GIVEN NAMES of at least one other household member or other adult is a match, then the SP's name is also a match.

(a) **Omission of one of the GIVEN NAMES**

e.g. Lawrence Arthur Brown	-	Arthur Brown
----------------------------	---	--------------

(b) **Use of a nickname or abbreviated name**

e.g. Elizabeth Joshen	-	Betty Joshen
-----------------------	---	--------------

(c) **Only the initial(s) is (are) in disagreement or omitted**

e.g. Lucien S. Bédard	-	Lucien L. Bédard
-----------------------	---	------------------

(d) **FAMILY NAME is misspelled**

e.g. Richard G. White	-	Richard G. Whyte
-----------------------	---	------------------

(e) **Use of MAIDEN NAME (female only)**

e.g. Ellen M. Thompson	-	Ellen M. Moran
------------------------	---	----------------

**Note:** If there is any doubt about a name match, refer the census questionnaire and the form (i.e. Form H-332P, H-332M, H-332R) to your supervisor.

## Notes





# 70692

c. 3